



## CONSULAR REPORT OF BIRTH ABROAD OF A UNITED STATES CITIZEN

If your child was born outside of the United States and you believe he/she is a U.S. citizen, your first step is to apply for the child's Consular Report of Birth Abroad. This document serves as proof of U.S. citizenship and is generally a prerequisite for the issuance of a U.S. passport. Although applications are accepted up until the child's 18th birthday, you should apply for your child's Consular Report of Birth Abroad immediately after his/her birth. Applications submitted years after the child's birth may take significant time to resolve because evidence to prove the child's citizenship may be difficult to obtain. In some delayed cases it may be impossible to establish the child's citizenship.

**WARNING:** Please make sure you have ALL of your application forms completely filled out and ALL the required documentation in hand when you arrive for your appointment. Otherwise, you will be turned away and you will have to schedule a new appointment. Current wait time for appointments is approximately a month.

To process a child's claim to U.S. citizenship, the U.S. parent must establish that he or she was a U.S. Citizen prior to the child's birth and that s/he is the biological parent, present proof of sufficient physical presence in the U.S., and present evidence to confirm the child's identity. In certain cases the Consular Officer may require additional proof or documentation. The applicant will have up to 90 days to submit this information. **After the 90 day period if the applicant has not responded, the application will be denied and sent to the U.S. Department of State.** Once your application has been denied, if you choose to continue with the process of transmitting citizenship to your child, you will need to schedule a new appointment, submit a new application along with supporting documents and new fees must be paid.

Should you have any questions once you have read all the instructions below, you may contact us at (504) 2238-5114 ext. 4400 or email us at: [usahonduras@state.gov](mailto:usahonduras@state.gov).

**WARNING:** False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by a fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542.

### **If you apply at the Consular Section at the U.S. Embassy in Tegucigalpa:**

- An appointment is required to submit the application.
- To schedule an appointment go to:  
<https://evisaforms.state.gov/acs/default.asp?postcode=TGG&appcode=1>
- Certificates will be issued in approximately 13 business days. They may be picked up at the Consular Section from Monday to Friday between the hours of 10:00 a.m. to 11:30 a.m.
- Mailing via UPS is available at the Embassy after your appointment.

### **If you apply at the Consular Agency in San Pedro Sula:**

- An appointment is required to submit the application.
- To schedule an appointment go to:  
<http://www.conagencycps.acuityscheduling.com/schedule.php>

- All applications accepted in San Pedro Sula are processed at the U.S. Embassy in Tegucigalpa and, if approved, they will be returned by UPS in approximately three to five weeks.
- The Consular Officer may require a personal interview at the U.S. Embassy in Tegucigalpa.

**THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED AT THE TIME OF THE APPLICATION.**

- 1. Honduran Birth Certificate in Literal Form also known as “Certificación de Expediente de Vida”** (see samples attached). We do not accept the green and white fill-in-the-blank type of birth certificates normally issued by the Registro Nacional de Personas (RNP), as they do not include all the required information. This certificate must be an original.
- 2. Birth registration record also known as “folio”.** This certificate must be an original.
- 3. Parents’ Marriage Certificate.** This certificate must be an original. Certified copies are accepted if issued in the U.S.
- 4. Evidence of Dissolution of Previous Marriages.** If applicable, divorce decrees or death certificates from any prior marriages of either parent should be presented. These certificates should be originals. Certified copies are only accepted if issued in the U.S.
- 5. Translations:** All foreign language documents must be translated, (i.e. birth certificate, marriage certificates and/or divorce decrees).
- 6. Evidence of Parents' U.S. Citizenship.** Valid U.S. passport, U.S. birth certificate, U.S. naturalization certificate. (If issued prior to child’s birth).
- 7. Proof of Identification of the Non-U.S. Parent.** Valid ID card or passport.
- 8. Proof of Biological Parentage:** In order to transmit citizenship to your child, you must prove the blood relationship between yourself and the child for whom you are applying. You may wish to submit the following documentation:
  - Parents’ previous passports.
  - Honduran Immigration Movement.
  - Pre-natal and post-natal family photos that include the mother, father and child.
  - Pre-natal medical records.
  - DNA testing, if you are otherwise unable to prove biological parentage. However, if you are interested in this option you must first be interviewed by a Consular Officer. Any DNA testing done outside of the approved process will not be considered.
- 9. Child's Identification:** Photos, previous passports, or any other documentation that bears the child’s name and photo. They must be originals. (i.e. school IDs or graduation diplomas).
- 10. Physical Presence in the United States.** The Immigration and Nationality Act specifies that in order to transmit citizenship to a child, the U.S. Citizen parent must have been physically present in the United States for a specific amount of time prior to the child’s birth.
  - **If both parents are U.S. Citizens:**

One of the parents needs to present proof that he/she resided in the United States or its outlying possessions before the child's birth. No specific period of residence is required.

- **If the U.S. Citizen mother was a single mother at the time of her child's birth:**  
She needs to present proof of physical presence in the United States for one continuous year at some point prior to the child's birth.
- **If only one of the parents is a U.S. Citizen:**
  - and the child was born **before November 14, 1986**: the U.S. Citizen needs to submit proof that s/he was physically present in the United States or its outlying possessions for at least ten years prior to the child's birth and at least five of these years after the age of fourteen.
  - and the child was born **after November 14, 1986**: the U.S. Citizen would have to present proof that s/he was physically present in the United States or its outlying possessions for at least five years prior to the child's birth and at least two of these years after the age of fourteen.

## **11. Proof of Physical Presence in the United States.**

- **As proof of physical presence you may submit:**
  - A Consular Report of Birth Abroad previously issued to an older sibling of the child in question
  - High school transcripts
  - College or university transcripts
  - Employment letters
  - 1040 Income Tax forms along with the W-2 form
  - Military records
  - Naturalization certificates as proof of 30 months of physical presence, if the individual was not the subject of expedited naturalization and/or the physical presence period was waived by a different naturalization statute other than INA Section 316.
- **The following documents are NOT considered sufficient proof of Physical Presence in the United States:** 1040 Income tax forms without the W-2, Social Security earning statements, driver's licenses, or bank statements, as you do not need to be physically present in the United States for a specific amount of time in order to report, file or obtain these documents.
- **If you were a seaman, other than U.S. Coast Guard, prior to your child's birth:** Only the time spent in U.S. "Coastal Waters" is considered as physical presence in the United States. "Coastal" voyages are those between ports in the same State or adjacent States, which usually do not go outside the 3-mile limit of the territorial sea. Time spent on voyages defined as "Foreign" or "Coastwise" (those from one U.S. port to another in a non-adjacent State in which the vessel travels outside U.S. territorial waters) is **not** considered physical presence in the United States. As proof you may submit: your seaman's discharge records, a letter from your employer detailing the type of waters in

which you traveled, U.S. Coast Guard records, or any other type of documentation that shows the type of water in which you traveled.

- **If you don't have sufficient Physical Presence in the U.S. in order to transmit citizenship:** Please complete a signed statement that states the following:

*I hereby acknowledge that I do not have sufficient physical presence in the United States in order to transmit citizenship to my child (name of child).*

## 12. Application Forms. You must download application forms.

### a) Application for Consular Report of Birth Abroad - Form [DS-2029](#)

Website: <http://www.state.gov/documents/organization/156216.pdf>

- Please carefully read instructions on how to complete the form.
- **Item 24** – Time spent in the United States. List all dates you have been present in the United States.
  - The U.S. citizen parent must write actual physical presence in the United States prior to the child's birth in exact detail; starting from the U.S. citizen parent's time of birth in the U.S. or initial trip to the U.S. (immigration status at the time is irrelevant) up until the child's date of birth.
  - You cannot count vacation trips abroad, schooling in foreign countries, or any other brief absences outside of the U.S. as physical presence in the United States.
  - Enter "N/A" (Not Applicable) in this item for a non-U.S. citizen parent.
  - **If this section is not correct and complete when you come for your appointment, you will be asked to schedule a new appointment which normally requires a 1-month wait.**

#### *Sample on how to complete item 24 of form DS-2029:*

10 June 1940 (parent's birth in U.S. / initial trip to the U.S.)	remained in U.S. until	28 July 1991 (first trip outside the U.S.)
29 August 1991 (returned to U.S.)	remained in U.S. until	05 June 1998 (left the U.S.)
10 July 1998 (returned to U.S.)	remained in U.S. until	20 December 2000 (left the U.S.)

### b) Affidavit of Parentage and Physical Presence - Form [DS-5507](#).

Website: <http://www.state.gov/documents/organization/126018.pdf>

- This form is to be used only by U.S. citizen fathers who were unmarried at the time of their child's birth, are currently residing in the U.S. and are not present at the time of the interview.
- This form is divided into two main sections:

*Sample on how to complete the upper portion of form DS-5507, which asks for when you have been physically present in the United States since the day of your own birth. Continue on separate sheet, if necessary.*

10 June 1940 (father's birth in U.S. or initial trip to the U.S.)	remained in U.S. until	28 July 1991 (first trip outside the U.S.)
29 August 1991 (returned to U.S.)	remained in U.S. until	05 June 1998 (left the U.S.)
10 July 1998 (returned to U.S.)	remained in U.S. until	20 December 2000 (left the U.S.)

**Sample on how to complete the lower portion of form DS-5507**, which asks for when you have been physically present abroad (anywhere outside the United States) since the day of your own birth. Continue on a separate sheet, if necessary.

28 July 1991 (initial trip outside U.S. or father's birth outside U.S.)	remained outside U.S. until	29 August 1991 (back to U.S.)
05 June 1998 (outside of U.S.)	remained outside U.S. until	10 July 1998 (back to U.S.)
20 December 2000 (outside of U.S.)	remained outside U.S. until	Present (if U.S. parent is in Honduras)

### 13. Fees:

- The fee is \$100.00 dollars and it is nonrefundable.
- **At the Embassy:** Fees may be paid in U.S. dollars or the equivalent in Lempiras. Exact change is required. Credit cards are accepted. Personal checks are NOT accepted.
- **At the Consular Agency in San Pedro Sula:** Fees may only be paid in Lempiras ONLY. Exact change is required. Credit and debit cards are NOT accepted. Personal checks are NOT accepted.

### 14. Child and Both Parents should be present.

When filing a Report of Birth application at least one parent and the child must be present.

- **If the U.S. citizen parent has passed away:** the original death certificate of that parent must be submitted.
- **Please note: The presence of the child along with the presence of one of the parents cannot be waived under any circumstance.**

### 15. When the Child is over 18 years of age:

The application must be accompanied by a statement from the overage child explaining why the birth was not reported prior to the eighteenth birthday. The DS-2029 must be submitted along with passport application form DS-11, as the applicant may not be eligible to receive the Consular Report of Birth Abroad Certificate and will only receive a U.S. Passport. The fee for an over 18 application is \$135.00 dollars.

### 16. Passport Application:

If you choose to apply for your child's passport please follow these instructions:

- **Form:** Download form DS-11:  
<http://www.state.gov/documents/organization/212239.pdf>
- **Photo:** Two (2) recent color photographs, 2"x2", on white background with full front view.
- **Absent Parent's authorization:** If only one parent is present in Honduras, a notarized written authorization in English from the other parent is required.

- **Form DS-3053:** Statement of Consent from Absent Parent may be found at <http://www.state.gov/documents/organization/212243.pdf?> . This Form must be accompanied with a copy of the parent's ID, only notarizations issued by a U.S. Notary or Consular Officers at U.S. Embassies are accepted. **(Notarizations issued by local attorneys will not be accepted).**

- **Fees: (non-refundable)**

- Passport application fee for minors under 16 years of age is \$105.00.
- Passport application fee for individuals 16 years of age and older \$135.00.
- **At the Embassy:** Fees may be paid in U.S. dollars or the equivalent in Lempiras. Exact change is required. Credit cards are accepted. Personal checks are NOT accepted.
- **At the Consular Agency in San Pedro Sula:** Fees may only be paid in Lempiras ONLY. Exact change is required. Credit and debit cards are NOT accepted. Personal checks are NOT accepted.

- **Signature:** Do not sign the application prior to the interview with a Consular Officer. The Consular Officer will notarize your signature at the time of the interview.

**17. Social Security Number:** If you choose to apply for your child's Social Security please complete the form below. Please note that it will take approximately 3 to 6 months for you to receive your child's Social Security card.

- **Form:** Download form SS-5: <http://www.ssa.gov/online/ss-5.pdf>

**REMINDER: Please make sure you have ALL of your application forms completely filled out and ALL the required documentation in hand when you arrive for your appointment. Otherwise, you will be turned away and will unfortunately have to wait approximately another month for a new appointment.**



# SAMPLE OF BIRTH CERTIFICATE IN LITERAL FORM



REPÚBLICA DE HONDURAS  
REGISTRO NACIONAL DE LAS PERSONAS  
REGISTRO CIVIL MUNICIPAL

Nº

## CERTIFICACION DEL EXPEDIENTE DE VIDA

La Infrascrita Registradora Civil Municipal de este termino certifica que en los archivos de nacimiento que se tiene en esta oficina, se encuentra el acta folio Tomo del año y que literalmente dice:

En San Pedro Sula, Cortes, el día martes veintiocho de Mayo del año Dos Mil Dos, Ante Mi: Registrador Civil Municipal, compareció mayor de edad y vecino de

en su condición de Padre: Primer testigo:

mayor de edad, Soltero, Perito Mercantil y Contador Publico, domicilio: Hondureña y

mayor de edad, Secretaria Taquimecanógrafa, domicilio: Hondureña, para inscribir

un nacimiento cuya información es la siguiente: Femenino, nació el día del mes de del año a las 03:30 pm,

Honduras, Nacimiento Múltiple es Inscrito es el Uno de un Parte de Uno, Padre:

y Madre:

Enmiendas y Observaciones: El compareciente presento pasaporte con No. Encontrando de conformidad la información que antecede, firman conmigo el compareciente y los testigos. ES CONFORME SU ORIGINAL

EXTENDIDA EN SAN PEDRO SULA, EL DIA TRECE DE JUNIO DEL DOS MIL DOCE  
NO ES VALIDA SIN FIRMA Y SELLO DEL REGISTRADOR CIVIL MUNICIPAL



ABG. ROSA MARIA PADILLA LARA  
REGISTRADORA CIVIL MUNICIPAL

Hecha Por: Carlos Orellana

Cotejada Por: Karen Romero

